



Taney County Health Department
Board of Trustees Regular Meeting
320 Rinehart Road, Branson, Missouri
March 26, 2026
2:30 PM

ATTENDANCE: Heather Burney, Chair (joined virtually)
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Debbie Redford, Member
Jean Mueller, Member

EX-OFFICIO: Lisa Marshall, Director
Tiffany Stevens, Health Operations Manager
Erica Craig, Clinical Manager
Tammy Drake, WIC Manager
Kayla Klein, Community Outreach Manager
Erica Logsdon, Environmental Health Manager
Rick White, Operations Coordinator
Gracie Blair, Finance Officer
Jeffrey Cary, Executive Assistant

In Person Meeting

Call to Order

Vice-Chair, Beth Huddleston, called the regular meeting of the Board of Trustees to order at 2:59 p.m. at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

Guests: Director, Lisa Marshall, introduced Jeffrey Cary, new Executive Assistant at the department, and Clinical Manager, Erica Craig, introduced Kelly Anstaett, new Administrative Clerk at the department.

Review of Minutes from February 2026

Motion to approve minutes for February 26, 2026 by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed unanimously.

Review of Financial Report by Gracie Blair

Finance Officer, Gracie Blair, presented a summary of the financial report from February 28, 2026:

- MTD revenues are \$12,390.40 less than budgeted.
 - Finance Officer, Gracie Blair, attributed this to ordinary income, including revenue generated from environmental health and clinical services, being under budget by \$13,086.42.

- MTD expenditures are \$29,114.87 less than budgeted.
 - Finance Officer, Gracie Blair, attributed this to the salaries line item being under budget by \$15,318.08 and to the program supplies line item being under budget by \$4,176.96. Finance Officer, Gracie Blair, commented that the professional fees line item is over budget due to the receipt of an invoice from Paragon Architecture.
- YTD revenues are \$26,846.53 more than budgeted.
- YTD expenditures are \$60,543.66 less than budgeted.

Finance Officer, Gracie Blair, informed the board that the department has approximately 9 months' worth of operating expenses in its cash balance.

Finance Officer, Gracie Blair, commented that the department received two payments as part of its monthly WIC billing.

Motion to approve the financial report from February 28, 2026 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

Disbursements Review: A list of disbursements from February 2026 was emailed to members of the board prior to the meeting.

Director's Report by Lisa Marshall

Paragon Updates: Director, Lisa Marshall, informed the board that Paragon Architecture will be posting the bid to provide construction services at the department's new office location tomorrow and that Paragon Architecture will open the bids on April 22nd. Director, Lisa Marshall, commented that because the bids will be read the day before the next scheduled board meeting, a special meeting will be requested for the board to select a contractor as the department does not anticipate that Paragon Architecture will not have enough time to review the bids and develop a recommendation before the regular meeting. The department will also be hosting a preliminary bid meeting on April 8th, in conjunction with Paragon Architecture, to allow for the opportunity for prospective contractors to ask questions.

Building Healthy Communities Grant Update: Director, Lisa Marshall, informed the board that the department received the Building Healthy Communities Grant and that the department has already posted the project coordinator position. This position will be 32 hours per week and will be largely responsible for planning, implementing, and evaluating program activities in alignment with the contractual requirements. Director, Lisa Marshall, also commented that the department has \$90,000.00 in funding to spend before September as part of this grant.

Member, Debbie Redford, inquired about the duration of the position. The position will be funded by the grant for 3.5 years, but the department will aim to have this position included as part of the department's annual budget after the grant expires.

2026 National Public Health Week: Director, Lisa Marshall, informed the board that this year's theme for National Public Health Week is "Ready, Set, Action," and that Health Operations Manager, Tiffany Stevens, and the department's Employee Advisory Committee and Health and Wellness Team have planned theme days to celebrate each day throughout the week and healthy snacks to give to staff. Director, Lisa Marshall, announced that the Director of the Missouri Department of Health and Senior Services (MODHSS), Sarah Wilson, will be visiting the department on April 7th and will help present the Public Health Champion Award on that day.

Legislative Update: Director, Lisa Marshall, provided the legislative update. Proposition #1, regarding the freezing of property taxes, is on the local ballot during this upcoming election. Director, Lisa Marshall, commented that 40% of the department's budget is from the payment of property taxes. The department is monitoring a bill that would make Alpha-gal a reportable disease. The department is also monitoring a proposed ordinance at the state level that involves food trucks, but the department has not heard if the ordinance has gained any traction.

Maternal Child Health Update: Community Outreach Manager, Kayla Klein, informed the board that every 5 years a statewide maternal and child health (MCH) needs assessment is conducted to identify priority needs of the MCH population. After the identification of the priority needs, the department receives a list of these priority areas from the Missouri Department of Health and Senior Services to select a need to address locally over the next 5 years. The department will focus on promoting and/or providing strength-based services and support to promote healthy family relationships and functioning. This is a shift from the previous priority - mental health.

Director, Lisa Marshall, commented that Community Outreach Manager, Kayla Klein, and Environmental Public Health Specialist, Brenda Seewald, recently attended an emergency response conference and identified gaps in how to consider including breastfeeding moms in the emergency response planning.

Director, Lisa Marshall, also commented that the department will still be offering its suicide prevention training but that the funding will no longer be supported by this grant.

Unfinished Business

There was no unfinished business.

New Business

Admin Policy – Weather Update: The department presented an update to the Department's Administrative Policy Manual, specifically to the inclement weather portion. Director, Lisa Marshall, commented that the update specifies that department staff must physically report to work on the day closure occurs (due to inclement weather) to be eligible to receive administrative leave pay. Director, Lisa Marshall, elaborated that this update would clarify eligibility requirements and ensure consistency and fairness in policy application.

Motion to approve the update to Section 12.4: Closings/Inclement Weather Policy of the Administrative Policy Manual by Debbie Redford and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

2026 Capital Budget: The department presented a proposed list of capital expenditures for the current fiscal year to the board, commenting that the proposed purchases have been identified as operational needs and will support department operations, technology infrastructure, staff efficiency, and program delivery. The department estimates that the total cost will be near \$357,000.00, and Director, Lisa Marshall, commented that the department has over 2 million dollars in reserve funds and that this balance is after several months of operating expenses have been removed. The proposed capital budget includes the purchase of two new Chevrolet Trailblazers to support department travel; office equipment to furnish the new Forsyth office location; and IT upgrades, including new computers and server licenses, to maintain secure and efficient operations. The proposed budget also includes allocating funding toward the renovation of the new Forsyth office building and to needed maintenance of the HVAC unit at the new office location.

Secretary/Treasurer, Laurie Hayes, recommended always including funding for the strengthening of the department's IT infrastructure as part of the capital budget.

Secretary/Treasurer, Laurie Hayes, inquired if the proposed renovation cost includes purchasing a new generator for the new Forsyth building. The purchase is included in the presented budget as part of the projected amount for the total cost of construction/renovation for the building.

Motion to approve the 2026 Capital Budget as presented by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

Focus Group Quotes: Received quotes to assist the department with facilitating focus groups and interviews as part of the department's upcoming conduction of a chronic disease assessment was presented to the board. Director, Lisa Marshall, commented that the cost will be funded by the Building Healthy Communities Grant, as the assessment is needed to inform the development of a chronic disease prevention plan for Taney County, which is one of the deliverables of the contract. The presented bids are from Ozarks Public Health Institute, Community Partnership of the Ozarks, and the Missouri Public Health Institute. The department recommends accepting the bid from Ozarks Public Health Institute, commenting that the organization is known locally and that the bid includes a detailed explanation of the projected number of hours needed for each phase of the project, including planning and promotion, implementation, data analysis, and reporting.

Member, Jean Mueller, inquired if the department will be responsible for finding participants. Ozarks Public Health Institute will work with the department to create and distribute promotional materials to encourage participation in the focus groups, and the department will also work with local community partners to promote participation.

Motion to accept the bid from Ozarks Public Health Institute by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed unanimously.

Board of Trustees Comments

There were no comments.

Division Reports

Team Reports: Reports from division managers were emailed to members of the board prior to the meeting.

Member, Debbie Redford, extended congratulations to Environmental Public Health Specialist, Cailin Walker, for being awarded a scholarship to attend the National Environmental Health Association conference later this year, as she was only one of twelve environmental public health professionals to be awarded this scholarship in Missouri.

Member, Debbie Redford, extended praise to the environmental health team for already having collected 35% of the total billed amount within only two weeks of sending invoices for annual health permit renewal fees for health permits expiring on April 30th.

Vice-Chair, Beth Huddleston, praised the inclusion of the team reports as part of the monthly report sent to members of the board prior to the meetings, commenting that she is most proud of everything all the teams have accomplished.

Performance Management: Performance management reports were emailed to members of the board prior to the meeting.

Announcements

Next board meeting is April 23, 2026 at 2:30 p.m.

Health Operations Manager, Tiffany Stevens, announced that the tentative plan is to present the department's 2025 Audit Report during April's regular meeting with a vote to occur during May's meeting.

Adjourn

Motion to adjourn at 3:59 p.m. by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion carried unanimously.

Minutes prepared by Lindsay Lawver, Executive Assistant/Environmental Billing Specialist